



Job Opportunity

State Controller's Office

Position: Key Data Operator

Statewide

Location: Personnel/Payroll Services Division
P.O. Box 942850 , Sacramento, CA 94250-5878

Issue Date: July 26, 2000

Final Filing Date: Until Filled

Contact/Telephone:
Donna Collins, 322-8141

Who May Apply: Those on the promotional list or eligible for lateral transfer

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1419-002

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of an Office Services Supervisor II, the Key Data Operator provides key entry of Civil Service and CSU personnel transactions, various payroll transactions, leave accounting conversion, and weekly statistical reports.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Directly update official employee records by keying personnel/payroll data directly on the Employment History Database from a variety of standard documents and computer print outs using specific keying procedures, and match system kick outs with the original documents, and maintain a log of the number and types of documents keyed. Maintain input files for selection of varied system-generated reports.
- Key enter weekly statistical reports from staff in Personnel Operations Units on a personal computer Excel program.
- Sight verify keyed data for accuracy, and identify coding verses keying errors.
- Update authorized signature file on a personal computer.
- Provide support to other clerical positions in the unit during slow keying times.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Personnel/Payroll Services Division
P.O. Box 942850,
Sacramento, CA 94250-5878

Attn: Donna Collins



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

